

**Subject:** 11th Annual Dog Day - Event Info for Vendors

**From:** Michael Filson </O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS /CN=015ABE60B32E482083713F9E7AEA14CE-MFILSON>

**Date:** 07/06/2017 10:33 AM

**To:** Michael Filson <mfilson@downtownla.com>

Hello all! We're all so excited to have you at our 11<sup>th</sup> Annual Dog Day at the Cathedral. This year's event is shaping up to be one of the best yet. I wanted to send out some info and hopefully answer any questions. After reading this, please email me any questions you might have!! If for some reason you cannot make the event, please let me know ASAP!

### **1. Unloading and Loading**

**Vendors can arrive onsite at 3pm and must be set up by 5:45pm.**

- If you have not arrived by 5:45 PM we will need to remove your table so that we do not have empty displays. This is very important! If you are running late/have a last minute issue that is preventing you from coming, please call Mike Filson at (323) 218-9327.
- The Cathedral is located at: 555 W Temple St., Los Angeles, CA 90012-2707
- Park and unload in the Cathedral garage. The garage entrance is on the northwest corner of Hill and Temple Streets, about 30 feet west of Hill Street.
- **Bring your own carts and dollies;** the venue will be using theirs for set-up.
- **Parking for each vehicle will be \$5. (Reduced rate w/ validation). You will receive 2 validations. Any additional parking is \$9 per vehicle.**
- Breakdown of your set-up may begin at 9:05pm unless instructed by the DCBID.

### **2. Booths and Electrical**

Each vendor has an assigned booth, which you will receive at the event. These tables must remain in place and cannot be moved by vendors. Please check in with Mike Filson upon arrival.

- If you requested electrical, we are placing you as near to an outlet as possible, but please 100 ft. extension cords as a back-up; as well as tape to secure the cords to the ground.

### **3. Display Materials**

All vendors are welcome to bring collateral (flyers, business cards, promotional items, goody bags, booth displays, etc.).

Please be sure to bring ample collateral for our 1300 guests and 1000 dogs. **UNDER NO CIRCUMSTANCES ARE VENDORS PERMITTED TO DIRECTLY FEED DOGS.** Additionally, please note that the Downtown Center BID and the Cathedral of our Lady of the Angels are NOT responsible for your items. Bring enough people to staff your booths at all times. **NO HUMAN FOOD OR DRINK GIVEAWAYS / SALES.**

### **4. Signage**

You may bring your company signs to drape over the front of your booth(s). **The event space is sometimes windy, so please be prepared.** Please bring tape, wires, or anything you need to hold up the signs. We also recommend bringing a small battery operated light for your table.

## 5. Canopies

Canopies cannot be larger than 10x10. Please make sure that your canopy is weighted down as the area tends to get windy in the evening.

## 6. Selling Goods

You **are permitted** to sell your products to attendees (**EXCEPT FOOD & DRINKS FOR HUMANS**). The Downtown Center Business Improvement District and the Cathedral of Our Lady of the Angels are NOT responsible for your transactions, products, and tenders.

## 7. WiFi Access

We cannot guarantee that you will have access to wifi. If you need wifi, please provide your own hot spot.

## Mike Filson

Community Relations Manager

 <https://www.downtov>

### Downtown Center Business Improvement District

626 Wilshire Blvd., Suite 200 | Los Angeles, CA 90017

Call: 213-416-7524 | Fax: 213-624-0858

Web: [DowntownLA.com](http://DowntownLA.com)



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